

RECORD PAYMENT FROM EMPLOYEE (TRAVEL ADVANCE REPAYMENT)

Source Document: Department's Payment Batch Header
 Check Copy
 Travel Report with Outstanding Balance

Module: Accounts Receivable (AR)
 Accounts Payable (AP)

Roles: AR Payment Processor
 AR Payment Approver
 AP Processor
 AP Maintainer

Purpose: Training describes the recommended procedure for recording departmental cash receipts received from an employee used to clear an outstanding balance on a travel advance Prepaid Voucher.

In this example, an employee was issued a travel advance via a prepaid voucher and did not use the entire amount of the advance. The employee owes the department the unused travel advance balance. The employee has provided a personal check to offset the balance of the travel advance.

It is a three-step process to record the payment and clear the outstanding prepaid voucher. Here are the steps:

- Step 1 - AR Payment Processor/Approver records the payment in **AR Module** using the ***Refunds Clearing*** account. (Slides 1-17)
- Step 2 - AP Processor will need to create a regular voucher in the **AP Module** for the amount of the payment and offset ***Refunds Clearing***. (Slides 18-21)
- Step 3 - AP Maintainer will link the voucher to the initial prepaid voucher to close the remaining balance. (Slides 22-27)

Disclaimer: The scenario presented in this eLearning is a guided reference created to provide the user with a step by step process to follow. However, please use appropriate detail (your agency's business unit, fund, CTS, appropriation, enactment year, account, program, etc.) when transacting in the FI\$Cal system.

The department will follow their existing business processes to deposit cash receipts prior to posting in FI\$Cal. To record the deposit in FI\$Cal, the AR Payment Processor will use the Journal Directly function in the Accounts Receivables Module to record the cash receipt in the **Refunds Clearing** account.

The **Source Documents** for recording the travel advance payment are as follows:

1. Departments Payment Batch Header
2. Copy of check and deposit slip
3. Travel report with outstanding balance

Step 1-AR Processor/Approver: Records Employee Payment

Here is an example of the Payment Batch Header that shows a cash receipt of \$140 posted to the Refunds Clearing account.

PAYMENT BATCH HEADER													DEPOSIT ID #	
													BATCH TOTAL	140.00
													BATCH COUNT	2
													FM	Aug-02
BANK DEPOSITS TO 244 CTS ACCOUNT														
Pmt #	AMOUNT	TYPE	PAYMENT AND CASH	INV NO./OPEN ITEM KEY	PAYMENT PREDICTOR ?	FY	REPORTING UNIT	PROGRAM	ACCOUNT	PROJECT PC Bus. Unit: 8860	ACTIVITY	BUDGET DATE / ALT ACCT	REF & FUND / Comment	
1	140.00	ORF - TRAVEL ADVANCE (Employee Pmt)	CHECK CHECK ORF CASH		<input type="checkbox"/>	2017			1200900 refunds clearing				000000244 agency bank acct	
	140.00													
	ORF not posted													
	140.00	Total Deposit												
AR Payment Processor Notes:													Bank Deposit Slip # 2244001084	
BANK ACCT 244													Bank Deposit Date 8/25/2017	
													Remittance Number	
													Remittance Date	
Validation after posting and AR module has been batch processed:														
AR > Payments > Review Payments > Incomplete Payments													AR Payment Processor	
Note: any incomplete item listed must be researched and resolved in the AR Module													DATE	
													AR Payment Approver	
													DATE	
													N/A	
													Remittance Processor	
													DATE	

The **AR Payment Processor** will record the deposit in the AR Module by following these steps:

- 1 - Navigate to Main Menu → Accounts Receivable → Payments → Online Payments → Regular Deposit
- 2 - Select the **Add a New Value** tab and enter your Business Unit
- 3 - Click **Add**

The screenshot shows the FI\$Cal web interface. At the top, a breadcrumb trail is highlighted with a red box and labeled '1': 'Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit'. Below this is the 'Regular Deposit' section. It contains two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red box and labeled '2'. Below the tabs are two input fields: 'Deposit Unit: 8860' and 'Deposit ID: NEXT'. Both fields have a magnifying glass icon to their right. A red arrow points from the '2' label to the 'Add a New Value' tab, and another red arrow points from the '2' label to the 'Deposit Unit' field. At the bottom left, there is an 'Add' button highlighted with a red box and labeled '3'.

On the **Totals** tab, the **AR Payment Processor** will enter the Deposit Header information in the following fields:

- 1 - Enter Accounting Date (Bank deposit date)
- 2 - Enter "STATE" for Bank Code
- 3 - Enter your agency's Centralized State Treasury (CTS) Bank Account
- 4 - Enter "R" for Regular Deposit
- 5 - Enter the STO Report of Deposit number for Bank Deposit Number
- 6 - Enter "USD" for Control Currency

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Online Payments](#) > [Regular Deposit](#)

FISCal

[Totals](#) | [Payments](#)

Unit 8860 Deposit ID NEXT [Delete Deposit](#)

1 *Accounting Date

2 *Bank Code State Bank

3 *Bank Account 244

4 *Deposit Type Regular

5 Bank Deposit Number

6 Control Currency

Format Currency

Rate Type

Exchange Rate

Identifier

The **AR Payment Processor** will continue to enter values on the **Total** tab under the **Control Totals** section:


7 - Enter the **Control Total Amount**

8 - Enter **Count**

Control Totals			
7	Control Total Amount	<input type="text" value="140.00"/>	8 Count <input type="text" value="1"/>
	Entered Total Amount	140.00	Count 1
	Difference Amount	0.00	Count 0
	Posted Total Amount	0.00	Count 0
	Journalled Total Amount	0.00	Count 0


9 - Click on the **Payments** tab at the top. The **Payments** page displays


Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit





Totals **Payments** 9

Unit 8860 Deposit ID NEXT Delete Deposit


*Accounting Date 08/25/2017 

*Bank Code STATE  State Bank

*Bank Account 244  244


*Deposit Type R  Regular

Bank Deposit Number 2244001084

Control Currency USD 

Format Currency USD

Rate Type CRRNT

Exchange Rate 1.00000000 

Identifier

On the **Payments** tab, record payment details by entering or selecting values for the following fields:

- 1 - Enter **Payment ID** (user-defined value)
- 2 - Enter **Amount**
- 3 - Select the **Journal Directly** checkbox
- 4 - Select “**Check**” for Payment Method
- 5 - Under the **Additional Payment Information** section, select “**Check**” for Payment Method and **ORF Cash** for Cash Type
- 6 - Optional – document notes or relevant information in the Notes box
- 7 - Scroll down and click the **Save button**

Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit
 iCal

Totals **Payments**

Unit 8880 Deposit ID NEXT Date 09/22/2017 Balance Balanced

Payment Information Find | View All First 1 of 1 Last

1 *Payment ID ORF-TVL ADV *Accounting Date 08/25/2017

2 Amount 140.00 Currency USD

Rate Type CRRNT Exchange Rate 1.00000000

☐ Payment Predictor 3 ☒ Journal Directly

4 Payment Method Check ☐ Range of References

Attachments (0) Apply Payment

Additional Payment Information Find | View All First 1 of 1 Last

5 Payment Method Check Reference Number

Cash Type ORF Cash City Code

Check Date County Code

Description Tax Amount

☐ Received by SCO

AP Business Unit

Related ORF Advance

Notes

6 Include remarks to clarify entry

7 Save Notify Refresh

Using the scroll bar, scroll up to the top of the page:

- 1 - After clicking Save, the NEXT functionality of FI\$Cal will assign a unique Deposit ID
- 2 - The deposit will show “Balanced” when the payments match the control totals

NOTE: At this point, the tasks for the AR Payment Processor are now complete. Forward the Payment Batch Header and supporting documents to the AR Payment Approver to review and approve the transaction. The AR Payment Approver will also enter the Accounting entries.

Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit
 FI\$Cal

Totals Payments
 Unit 8860 1 Deposit ID 757 Date 09/22/2017 Balance Balanced 2

Payment Information Find | View All First 1 of 1 Last
 Payment Seq 1 *Payment ID ORF-TVL ADV x *Accounting Date 08/25/2017
 Amount 140.00 Currency USD
 Rate Type CRRNT Exchange Rate 1.00000000
☐ Payment Predictor ☒ Journal Directly
 Payment Method Check Attachments (0)
 View Audit Logs ☐ Range of References Apply Payment

Additional Payment Information Find | View All First 1 of 1 Last
 Payment Method Check Reference Number
 Cash Type ORF Cash City Code
 Check Date 31 County Code
 Description Tax Amount
☐ Received by SCO
 AP Business Unit
 Related ORF Advance

Notes

The **AR Payment Approver** will create the Accounting entries. The steps are:

- 1 - Navigate to Main Menu ➔ Accounts Receivable ➔ Payments ➔ Direct Journal Payments ➔ Create Accounting Entries
- 2 - Enter your Business Unit
- 3 - Enter the Deposit ID
- 4 - Click Search

1

Create Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Deposit Unit = 8860

Deposit ID begins with 757

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

☐ Case Sensitive

4

Search Clear Basic Search Save Search Criteria

On the **Accounting Entries** tab, the **AR Payment Approver** will enter or select values for the following fields to enter the coding information for the receipt.


- 1 - Enter **Amount** as a negative value (-)
- 2 - Enter **Fund** (Department's General Checking Account)
- 3 - Enter **Account** (1200900 – Refunds Clearing)
- 4 - Click **Save**
- 5 - Click the **Lightning Bolt icon** to create the cash offsetting entry

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Direct Journal Payments ▾ > Create Accounting Entries

FISCAL

Accounting Entries | Deposit Control

Unit 8880 Deposit ID 757 Payment ORF-TVL ADV Seq 1

Amount 140.00 USD 5 

☐ Complete Entry Event

Budget Status

Distribution Lines

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	*Account	Alt Acct	P
1	1 8880	Speed Type	-140.00	USD		000000244		1200900	0000000000	

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
0	0.00	USD	140.00	USD	-140.00

4 **Save** | Return to Search | Notify | Refresh

Accounting Entries | Deposit Control

6 - The system will create the cash offsetting entry* and display the distribution line for Account 1109300 – Pending Cash – AR

7 - The distribution lines net value should equal zero

8 - Click the **Save** button

*See Note on Slide 17 regarding system generated entry

Accounting Entries

Deposit Control

Unit 8880

Deposit ID 757

Payment ORF-TVL ADV

Seq 1

Amount

140.00 USD

⚡

⚠

☐ Complete

Entry Event

🔍

Budget Status

Distribution Lines

⌵

	Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bus Unit
	1	1 8880	Speed Type	-140.00	USD		000000244		1200900	0000000000		
	2	2 8880	Speed Type	140.00	USD		000000244		1109300	9999999999	6	

Total

Lines	2	Total Debits	140.00	Currency	USD	Total Credits	140.00	Currency	USD	Net	0.00
-------	---	--------------	--------	----------	-----	---------------	--------	----------	-----	-----	------

8

Save

Return to Search

Notify

Refresh

7

Accounting Entries | Deposit Control

9 - Select the **Complete** box

10 - Click the **Save** button

Accounting Entries

Deposit Control

Unit 8860

Deposit ID 757

Payment ORF-TVL ADV

Seq 1

Amount

140.00 USD

⚡

🚫

9

☒ Complete

Entry Event

🔍

Budget Status

Distribution Lines

⏮

⏭

	Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	Account	Alt Acct	Proj
1		1 8860	Speed Type	-140.00	USD		000000244		1200900	0000000000	
2		2 8860	Speed Type	140.00	USD		000000244		1109300	9999999999	

Total

Lines	2	Total Debits	140.00	Currency	USD	Total Credits	140.00	Currency	USD	Net
-------	---	--------------	--------	----------	-----	---------------	--------	----------	-----	-----

10

Save

Return to Search

Notify

Refresh

Accounting Entries | Deposit Control

11 - Click the **Budget Check** icon and wait for the budget check process to complete

Accounting Entries

Deposit Control

Unit 8860

Deposit ID 757

Payment ORF-TVL ADV


Seq 1

Amount

140.00 USD


⚡

11




☒ Complete

Entry Event



Budget Status


Distribution Lines





	Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	Account	Alt Acct	Program
1		1 8860	<div>Speed Type</div>	-140.00	USD		000000244		1200900	0000000000	
2		2 8860	<div>Speed Type</div>	140.00	USD		000000244		1109300	9999999999	


Total

Lines	2	Total Debits	140.00	Currency	USD	Total Credits	140.00	Currency	USD	Net
-------	---	--------------	--------	----------	-----	---------------	--------	----------	-----	-----

 Save

 Return to Search

 Notify

 Refresh

Accounting Entries | Deposit Control

12 - The **Budget Status** field display will read “**Valid**” once the budget check process has completed

13 - Click the Save button

Accounting Entries

Deposit Control

Unit 8860

Deposit ID 757

Payment ORF-TVL ADV

Seq 1

Amount

140.00 USD

☒ Complete

Entry Event

Budget Status

Valid

12

Distribution Lines

	Distribution Sequence	GL Unit	Line Amount	Currency	Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bus Unit	Project	Act
1		1 8860	-140.00	USD		000000244		1200900	0000000000				
2		2 8860	140.00	USD		000000244		1109300	9999999999				

Total

Lines	2	Total Debits	140.00	Currency	USD	Total Credits	140.00	Currency	USD	Net	0.00
-------	---	--------------	--------	----------	-----	---------------	--------	----------	-----	-----	------

13

Save

Return to Search

Notify

Refresh

Accounting Entries | Deposit Control

Note: The system generated cash offsetting entry occurs during the nightly batch process and performs a cash reclass process to move the money from account 1109300 to the Revolving Fund cash account. Once completed, confirm the payment has posted to the appropriate general ledgers in FI\$Cal.

AR Payment Processor sends a copy of the employee check along with the travel report with outstanding balances to the Accounts Payable Processor, who can proceed with Step 2, creating a voucher to be applied to the original prepaid voucher.

Step 2-AP Processor: Creates a Regular Voucher

Login as an AP Processor and Navigate to the voucher entry screen and enter the voucher information.

Main Menu → Accounts Payable → Vouchers → Add/Update → Regular Entry

- Supplier ID – Employee Supplier Records will begin with the abbreviation of “EMP”
- Invoice Number; Invoice Date Gross; Invoice Amount

(BU will default to your org code. Voucher ID will default to “NEXT.” Voucher Style will default to “Regular Voucher.”)

2. Ensure the “Tax Exempt Flag” checkbox is selected


3. Click “Add”

The screenshot shows the 'Voucher Entry' form. A red box labeled '1' highlights the top section containing fields for Business Unit (8860), Voucher ID (NEXT), Voucher Style (Regular Voucher), Supplier Name (LESLIE WHITE), Short Supplier Name (LESLIEWHIT-001), Supplier ID (EMP1379922), Supplier Location (MAIN), Address Sequence Number (1), Invoice Number (Close TAF001692687), Invoice Date (8/29/2017), Gross Invoice Amount (140), Freight Amount (0.00), Sales Tax Amount (0.00), Misc Charge Amount (0.00), PO Business Unit, PO Number, and Estimated No. of Invoice Lines (1). A red box labeled '2' highlights the 'Tax Exempt Flag' checkbox, which is checked. A red box labeled '3' highlights the 'Add' button at the bottom left.

XM1– Record Payment from Employee (Travel Advance Repayment) (cont'd)

You will be taken to the Invoice Information page.

1. Click on the magnifying glass icon next to the “Pay Terms” field and select “00 – Expedite”
2. Click on the “Attachments (0)” to add copies of your supporting documents to the voucher

Invoice Information		Payments	Voucher Attributes
Business Unit	8860	Invoice No	Close TAF001692687
Voucher ID	NEXT	Accounting Date	08/29/2017
Voucher Style	Regular Voucher	*Pay Terms	00  Expedite
Invoice Date	08/29/2017	Basis Date Type	Inv Date
Invoice Received		<input checked="" type="checkbox"/> Tax Exempt	<input type="checkbox"/> ORF Replenishment
LESLIE WHITE		Control Group	
Supplier ID	EMP1379922		
ShortName	LESLIEWHIT-001		
Location	MAIN		
*Address	1		
<input type="checkbox"/> Incomplete Voucher			
Save Save For Later		Action	
		Run	Calculate
		Print	

Invoice Total

Line Total	140.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
Total	140.00
Difference	0.00

[Sales/Use Tax Summary](#)
[Non Merchandise Summary](#)
[Audit Communications](#)
[Session Defaults](#)
[Comments\(0\)](#)
[Attachments \(0\)](#)
[Template List](#)
[Advanced Supplier Search](#)
[Supplier Hierarchy](#)
[Supplier 360](#)

Scroll down to the “Invoice Lines” section.

1. Enter a description for this voucher
2. Enter:
 - Fund – Department CTS Account ###
 - ENY
 - Account – 1200900 Refunds Clearing Account

Note: Because this regular voucher is closing the balance of a prepaid voucher and a deposit has been made that represents the offset, the Regular Voucher must have the same Chartfields as the deposit. In the example, the department user selects the Refunds Clearing Account 1200900 on the Voucher Distribution Line.

Invoice Lines ?

Line 1 ☐ Copy Down

*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 140.00

Calculate

SpeedChart

Ship To 8860000001

1

Description Close Open Balance on TA

Packing Slip

▼ Distribution Lines

GL Chart

Exchange Rate

Statistics

Assets

Copy Down

Line

Merchandise Amt

Quantity

*GL Unit

Approp Ref

Fund

ENY

Account

Alt Acct

+

-

☐

1

140.00

8860

000000244

20XX

1200900

0000000000

XM1– Record Payment from Employee (Travel Advance Repayment) (cont'd)

Click on the “Payments” tab and select the following:

1. Cash Type – Office Revolving Fund
2. Account – Department CTS Account ###
Method – CHK-System Check

Click “Save”

After the voucher is budget checked it will need to be approved by the AP Approver(s).

Invoice Information **Payments** Voucher Attributes

Business Unit 8860
Voucher ID NEXT
Voucher Style Regular Voucher
Total Amount 140.00
Supplier Name LESLIE WHITE

Invoice No Close TAF001692687
Invoice Date 08/29/2017
Incomplete Voucher
*Pay Terms 00 Expedite

1 *Cash Type Office Revolving Fund

Payment Information

Payment 1
*Remit to EMP1379922
Location MAIN
*Address 1
LESLIE WHITE
915 L ST FL 7
SACRAMENTO, CA 95814-3705

Gross Amount 0.00 USD
Discount 0.00 USD

Payment Options

*Bank STATE
*Account 244
*Method CHK Check
Message

Pay Group
*Handling Regular Payments
Hold Reason

Step 3-AP Maintainer: Link the Regular Voucher to the Prepaid Voucher

Note: It is critical that the voucher is linked to the prepaid voucher immediately after it is approved. Otherwise the voucher will get picked up in the voucher posting process to be issued from ORF.

Log into FI\$Cal as an AP Maintainer and navigate to:

Main Menu → Accounts Payable → Payments → Manual Payment and Prepayment → Apply Vouchers to Prepayment

1. Search for the Prepaid Voucher under the Find an Existing Value tab
2. Click the Prepaid Voucher ID that needs to be closed

1

Apply Vouchers to Prepayment
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: 8860
Voucher ID: begins with %00006
Supplier ID: begins with
Transaction Currency: begins with

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

Business Unit	Voucher ID	Payments	Supplier SetID	Supplier ID	Transaction Currency	Invoice Number
8860	00000665	1	STATE	EMP1379922	USD	TAF000592519
8860	00006080	1	STATE	EMP1379922	USD	TAF001663193/TAF001692687

2

Apply Vouchers to Prepayment

In this example, payments of \$360 have been made to the \$500 total travel advance, leaving a balance of \$140.00. This amount is the same as the balance used in the Regular Voucher created in Part 1 (and the amount of the deposit that was made to collect the balance.)

Click **Apply new vouchers to payment** to link the Prepaid Voucher to the Regular Voucher.

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Payments ▾ > Manual Payment and Prepayment ▾ > Apply Vouchers to Prepayment

FISCal

Apply Vouchers to Prepayment

Prepayment

Business Unit 8860

Voucher ID 00006080

Supplier EMP1379922 LESLIEWHIT-001

Prepayment Reference

Prepaid Voucher

Gross Amount 500.00 USD

Total applied 360.00 USD

Pending Application 0.00 USD

Available Amount 140.00 USD

Applied Voucher Personalize | Find | View All | First 1-3 of 3 Last

Unit	Applied Voucher	Payment Count	Schedule Amount	Currency	Applied Amount	Currency	Select for Unapply	Reversal Posting Status
<p>Apply new vouchers to payment Apply Unapply Audit Logs</p> <p>Save Return to Search Previous in List Next in List Notify Refresh</p>								

XM1– Record Payment from Employee (Travel Advance Repayment) (cont'd)

Search for the Regular Voucher to apply:

1. In the Search Criteria, click the **look up** the Voucher ID
2. Next, select the **Regular Voucher ID** created in Part 1

The screenshot shows the 'Apply Vouchers to Prepayment' screen in the system. The 'Search Criteria' section has a red box around the 'Voucher ID' field, with a red arrow pointing to the 'Look Up' button in the 'Look Up Voucher ID' pop-up window. The pop-up window displays search results for Voucher ID, with the third result, '00006454', highlighted by a red box and labeled with a red '2'.

Look Up Voucher ID

Business Unit: 8860
Vendor SetID: STATE
Vendor ID: EMP1379922
Transaction Currency: USD
Voucher ID: begins with

Look Up **Clear** **Cancel** Basic Lookup

Search Results

View 100 First 1-4 of 4 Last

Voucher ID	Short Vendor Name	Gross Invoice Amount	Currency Code	Invoice Number	Invoice Date
00006272	LESLIEWHIT-001	65.00	USD	Payment Posted	07/26/2017
00006273	LESLIEWHIT-001	295.00	USD	Payment Posted	07/26/2017
00006454	LESLIEWHIT-001	140.00	USD	Close Travel Adv	08/29/2017

Select a Regular Voucher to apply:

1. Click **Search** to bring up a list of Regular Vouchers that can be applied to this vendor
2. Check the checkbox under the **Select** column to select the Regular Voucher to link to the Prepaid Voucher; this will create the closure of the Prepaid Voucher
3. Click **Copy/Back** near the upper right hand corner of the page

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Payments](#) > [Manual Payment and Prepayment](#) > [Apply Vouchers to Prepayment](#)

FI\$Cal

Unit: 8860 Vendor: STATE EMP1379922 | LESLIEWHIT-001 Transaction Currency: USD

3 [Copy/Back](#)

Search Criteria

Voucher ID: 00006454 Invoice: *Apply Method: Invoicing Vendor

Date From: Date To:

1 [Search](#)

Apply Voucher(s) to a prepayment Find | View All First 1 of 1 Last

Voucher ID: 00006454 Invoice: Close Balance Invoice Date: 08/29/2017

Gross Amt: 140.00 Entry Status: Postable Post Status: Unposted

Payment Information Personalize | Find | View All | First 1 of 1 Last

Select	Payments	Gross Amt	Discount	Status	Payment	Remit Vendor	Short Vendor Name	Bank	Account
2 <input checked="" type="checkbox"/>	1	140.00		Not Selected for Payment	Regular payment	EMP137992	LESLIEWHIT-001	STATE	244

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

To apply the Regular Voucher:

1. Verify that this is the correct Regular Voucher to be applied
2. Click **Apply**
3. Then click **Save**

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Payments ▾ > Manual Payment and Prepayment ▾ > Apply Vouchers to Prepayment

Fi\$Cal

Apply Vouchers to Prepayment

Prepayment

Business Unit 8860

Voucher ID 00006080

Supplier EMP1379922; LESLIEWHIT-001

Prepayment Reference

Prepaid Voucher

Gross Amount 500.00 USD

Total applied 360.00 USD

Pending Application 0.00 USD

Available Amount 140.00 USD

Applied Voucher Personalize | Find | View All | First 1-3 of 3 Last

Unit	Applied Voucher	Payment Count	Schedule Amount	Currency	Applied Amount	Currency	Select for Unapply	Reversal Posting Status
8860	00006272	1	65.00	USD	65.00	USD	<input type="checkbox"/>	Posted
8860	00006273	2	295.00	USD	295.00	USD	<input type="checkbox"/>	Posted
8860	00006454	1	140.00	USD	140.00	USD	<input type="checkbox"/>	Payment Not Applied

Apply new vouchers to payment **2** **Apply** Audit Logs

3 **Save** Return to Search Previous in List Next in List Notify Refresh

XM1– Record Payment from Employee (Travel Advance Repayment) (cont'd)

The Available Amount is now \$0.00. The outstanding balance on the Prepaid Voucher for a travel advance is closed.

Favorites ▾
Main Menu ▾ > Accounts Payable ▾ > Payments ▾ > Manual Payment and Prepayment ▾ > Apply Vouchers to Prepayment

Apply Vouchers to Prepayment

Prepayment

Business Unit 8860

Voucher ID 00006080

Supplier EMP1379922 LESLIEWHIT-001

Prepayment Reference

Prepaid Voucher

Gross Amount 500.00 USD

Total applied 500.00 USD

Pending Application 0.00 USD

Available Amount 0.00 USD

Applied Voucher Personalize | Find | View All | First 1-3 of 3 Last

Unit	Applied Voucher	Payment Count	Schedule Amount	Currency	Applied Amount	Currency	Select for Unapply	Reversal Posting Status
8860	00006272	1	65.00	USD	65.00	USD	<input type="checkbox"/>	Posted
8860	00006273	2	295.00	USD	295.00	USD	<input type="checkbox"/>	Posted
8860	00006454	1	140.00	USD	140.00	USD	<input type="checkbox"/>	Unposted

Apply new vouchers to payment [Audit Logs](#)